



APPLICATION SPECIAL USE PERMIT

SUP 2012-0069

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

☒ Change of Ownership

☒ Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 4938D Eisenhower Ave
TAX MAP REFERENCE: 068.04 Block **ZONE:** OC.M (100)
APPLICANT
Name: J & H Auto Repair
Address: 2992 Camellia Dr. Alexandria VA 22306
PROPERTY OWNER
Name: Carlos Flores
Address: 4938D Eisenhower Ave Alex, VA 22304
SITE USE: Light Automobile Repair

[] **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

[] **THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

[] **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

[] **THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Juan B Perez
Print Name of Applicant or Agent
4938D Eisenhower Ave
Mailing/Street Address
Alexandria VA 22304
City and State Zip Code

Signature
703 984 9344
Telephone # Fax #
Email address
9-25-12
Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: _____
Legal advertisement: _____
ACTION - PLANNING COMMISSION _____

Fee Paid: \$ _____
ACTION - CITY COUNCIL: _____

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1. Please describe prior special use permit approval for the subject use.

Most recent Special Use Permit # 2010-0062

Date approved: 10 / 22 / 2010
month day year

Name of applicant on most recent special use permit AUTO GLASS + SERVICES LLC

Use light auto repair

2. Describe below the nature of the existing operation in detail so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

windshield Replacement

3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

30K, 60K, 90K and 110K service

oil change

Tune up

Brake service

Transmission service

power steering service

Timing Belt service

struts

Exhaust.

8am To 8pm

2 employees

2 parking for employees

4. Is the use currently open for business? ☐ Yes ☒ No

If the use is closed, provide the date closed.

6 / 1 / 12
month day year

5. Describe any proposed changes to the conditions of the special use permit:

N/A

6. Are the hours of operation proposed to change? ☒ Yes ☐ No

If yes, list the current hours and proposed hours:

Current Hours:

8-5

Proposed Hours:

8-8

7. Will the number of employees remain the same? ☐ Yes ☒ No

If no, list the current number of employees and the proposed number.

Current Number of Employees:

3

Proposed Number of Employees:

2

8. Will there be any renovations or new equipment for the business? ☒ Yes ☐ No

If yes, describe the type of renovations and/or list any new equipment proposed.

possible lift

9. Are you proposing changes in the sales or service of alcoholic beverages? ☐ Yes ☒ No

If yes, describe proposed changes:

10. **Is off-street parking provided for your employees?** ☒ Yes ☐ No
If yes, how many spaces, and where are they located?

2 parking space inside

11. **Is off-street parking provided for your customers?** ☒ Yes ☐ No
If yes, how many spaces, and where are they located?

2 parking inside

12. **Is there a proposed increase in the number of seats or patrons served?** ☐ Yes ☒ No
If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:

2-3 per Day

Proposed:

2-3 per Day

13. **Are physical changes to the structure or interior space requested?** ☐ Yes ☒ No
If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. **Is there a proposed increase in the building area devoted to the business?** ☐ Yes ☒ No
If yes, describe the existing amount of building area and the proposed amount of building area.

Current:

1,800 Square Feet

Proposed:

1,800 Square Feet

15. **The applicant is the** (check one) ☐ Property owner ☒ Lessee

☐ other, please describe: _____

16. **The applicant is the** (check one) ☐ Current business owner ☒ Prospective business owner

☐ other, please describe: _____

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (10%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:

4938 D Eisenhower Ave

Alexandria VA 22304

Juan B Perez 100%

DATE: October 22, 2010

TO: Barbara Ross, Deputy Director
Department of Planning and Zoning

FROM: Nathan Randall, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2010-0062
Administrative Special Use Permit
Site Use: Automobile Repair
Applicant: Auto Glass and Services, LLC
Location: 4938 D Eisenhower Avenue
Zone: OCM(100) / Office Commercial Medium

Request

Special Use Permit #2010-0062 is a request to operate a new light automobile repair business at 4938-D Eisenhower Avenue. The applicant proposes to offer primarily glass replacement at the business, which will be small and will typically have only a few customers each day. The applicant proposes hours of operation from 8:00am to 5:00pm Monday-Saturday.

Background

The subject site is a part of the Build America Six industrial/flex space center. According to City records, no previous Special Use Permits have been approved at this location. The prior tenant in this space was a flower shop.

Parking

According to Section 8-200(A)(17) of the Zoning Ordinance requires automobile repair businesses to provide one parking space for every 400 square feet of space. An automobile repair shop of 1,800 square feet will be required to provide five parking spaces. The applicant meets this requirement with four spaces along the front of the building and two repair bays inside the building.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. Staff has not received any comments from residents or adjacent businesses that would require staff to docket the special use permit for public hearing.

Staff Action

Staff does not object to the applicant's request to operate a light automobile repair shop in this location. The light automobile repair shop is appropriate for the general area, which contains several other industrial-type uses, and for this specific location in an industrial/flex space center containing one other automobile repair shop. The business will trade almost exclusively in glass repair, which is likely to have fewer impacts than a more typical light automobile repair business. However, staff has included standard conditions of approval in this report to address any potential impacts that could arise, particularly if the business model changes over time to include other activities permitted under the light automobile repair use.

The applicant has requested hours of operation between 8:00am and 5:00pm, though staff has included condition language extending the closing hour to 6:00pm to afford the applicant greater flexibility.

Staff hereby approves the Special Use Permit request.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: October 29, 2010

Action: Approved

Barbara Ross, Deputy Director

Attachments: 1) Special Use Permit Conditions
2) City Department Comments
3) Statement of Consent

CONDITIONS OF SPECIAL USE PERMIT #2010-0062

The new owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a controlling interest. (P&Z)
2. The hours of operation of the light automobile repair business shall be limited to between 8:00am and 6:00pm, Monday through Saturday. (P&Z)
3. The applicant shall post the hours of operation at the entrance of the business. (P&Z)
4. Repair work shall be limited to light automobile repair only, which may include glass repair, oil changes, tire installation and other light repairs. Repair work shall not include general automobile repair, with includes without limitation engine repair, transmission repair, body work or repainting. (P&Z) (T&ES)
5. No repair work shall be done outside. (P&Z) (T&ES)
6. No vehicles shall be displayed, parked, or stored on a public right-of-way. (P&Z)
7. No junked, abandoned, or stripped vehicles shall be displayed, parked, or stored outside. (P&Z)
8. No vehicle parts, tires, or other materials shall be permitted to accumulate outside except in a dumpster or other suitable trash receptacle or enclosure. (P&Z)
9. All vehicles on the lot shall be stored in a neat and orderly manner. (P&Z)
10. Loading and unloading of vehicles, if any, shall take place on-site and during hours of operation. No vehicles shall be loaded or unloaded on the public right-of-way. (P&Z)
11. No banners, streamers, flags, or similar advertising devices shall be displayed on the premises, but signs advertising the general business conducted on the premises may be displayed in accordance with Article IX, Section 9-100 of the Zoning Ordinance of the City of Alexandria, Virginia. (P&Z)
12. The area around the building shall be kept free of debris and maintained in an orderly and clean condition. Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be picked up at least twice a day and at the close of business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is open to the public. (T&ES)

13. The applicant shall require its employees who drive to use off-street parking and shall encourage its employees and customers to use mass transit or to carpool when traveling to and from work. The applicant shall also post information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities. (T&ES)
14. The applicant shall provide information about alternative forms of transportation to access the location of the use, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. (T&ES)
15. At such time as an organized parking program is adopted by City Council to assist with employee or customer parking for the area in which the subject property is located, such as a shared parking program or the Park Alexandria program, the applicant shall participate in the program. (T&ES)
16. All waste products including but not limited to organic compounds (solvents), motor oil, compressor lubricant and antifreeze shall be disposed of in accordance with all local, state and federal ordinances or regulations and not be discharged to the sanitary or storm sewers or be discharged onto the ground. (T&ES)
17. Car wash discharges resulting from a commercial operation shall not be discharged into a storm sewer. It is recommended that the car washes be done at a commercial car wash facility. (T&ES)
18. The applicant shall comply with the City of Alexandria Best Management practices manual for automotive related industries. A copy can be obtained by contacting the Office of Environmental Quality at 703-746-4065. (T&ES)
19. The applicant shall control odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services. (T&ES)
20. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
21. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00pm and 7:00am. (T&ES)
22. The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security assessment for the business and robbery readiness training for all employees. (Police)

23. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)
24. The Director of Planning and Zoning shall review the special use permit after it has been operational for one year, and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the director has received a request from any person to docket the permit for review as the result of a complaint that rises to the level of a violation of the permit conditions, or (c) the director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation & Environmental Services:

R-1 Supply deliveries, loading and unloading activities shall not occur between the hours of 11:00 pm and 7:00 am. (T&ES)

C-1 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)

The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (TES) (SUP2010-0031)

C-2 In order to comply with this code requirement, the applicant shall provide a completed Recycling Implementation Plan (RIP) Form within 60 days of City Council approval. Contact the City's Recycling Program Coordinator at (703) 746-4410, or via e-mail at commercialrecycling@alexandriava.gov, for information about completing this form.

C-3 From Zoning Ordinance; 11-513 (C), (J)

(C)General standards for all administrative uses:

(2) The applicant shall provide information about alternative forms of transportation to access the location of the use, including but not limited to printed and electronic business promotional material, posting on the business website, and other similar methods. (T&ES)

(3) The applicant shall encourage its employees and customers to use mass transit or to carpool when traveling to and from work, by posting information regarding DASH and METRO routes, the location where fare passes for transit are sold, and advertising of carpooling opportunities. (T&ES)

(4) At such time as an organized parking program is adopted by city council to assist with employee or customer parking for the area in which the subject property is located, such as a shared parking program or the Park Alexandria program, the applicant shall participate in the program. (T&ES)

(5) The applicant shall require its employees who drive to work to use off-street parking. (T&ES)

- (9) Litter on the site and on public rights-of-way and spaces adjacent to or within 75 feet of the premises shall be monitored and picked up at least twice during the day and at the close of the business, and more often if necessary, to prevent an unsightly or unsanitary accumulation, on each day that the business is in operation. (T&ES)
- (10) The use must comply with the city's noise ordinance. No outdoor speakers shall be permitted. No amplified sound shall be audible at the property line. (T&ES)

(J) *Specific standards for light automobile repair:*

- (1) Repair work done on the premises shall be limited to light automobile repair. (T&ES)
- (2) No repair work shall be done outside. (T&ES)
- (3) No junked, abandoned, or stripped vehicles shall be parked or stored outside. (T&ES)
- (4) No vehicles shall be loaded or unloaded on the public right-of-way. (T&ES)
- (5) No debris or vehicle parts shall be discarded on the public right-of-way. (T&ES)
- (6) No vehicles shall be displayed, parked, or stored on a public right-of-way. (T&ES)
- (7) No vehicle parts, tires, or other materials shall be permitted to accumulate outside except in a dumpster or other suitable trash receptacle or enclosure. (T&ES)
- (8) The area around the building shall be kept free of debris and maintained in an orderly and clean condition. (T&ES)
- (9) All waste products including but not limited to organic compounds (solvents), motor oils, and antifreeze shall be disposed of in accordance with all local, state and federal ordinances or regulations and shall not be discharged to the sanitary or storm sewers. (T&ES)
- (10) The applicant shall comply with the City of Alexandria Best Management Practices manual for automotive related industries. Contact the ~~T&ES Engineering Division (703) 383-4327~~ Office of Environmental Quality at (703) 746-4065 to obtain a copy of the manual. (T&ES)
- (11) The applicant shall control odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the department of transportation and environmental services. (T&ES)

- (12) Car wash discharges resulting from a commercial operation shall not be discharged into a storm sewer. It is recommended that the car washes be done at a commercial car wash facility. (T&ES)

Code Enforcement:

- C-1 This structure contains mixed use groups [M, Mercantile; B, Business; S-2, Low-Hazard Storage] and is subject to the mixed use and occupancy requirements of USBC .
- C-2 Alterations to the existing structure must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3 A fire prevention code permit is required for the proposed operation. An egress plan showing fixture location, aisles and exit doors shall be submitted for review with the permit application. An inventory and MSDS sheets for hazardous materials are required.
- C-4 Alterations to the existing structure and/or installation and/or altering of equipment therein requires a building permit. Five sets of plans, bearing the signature and seal of a design professional registered in the Commonwealth of Virginia, must accompany the written application. The plans must include all dimensions, construction alterations details, kitchen equipment, electrical, plumbing, and mechanical layouts and schematics.
- C-5 The required mechanical ventilation rate for air is 1.5 cfm per square foot of the floor area. In areas where motor vehicles operate for a period of time exceeding 10 seconds, the ventilation return air must be exhausted. An exhaust system must be provided to connect directly to the motor vehicle exhaust.
- C-6 Electrical wiring methods and other electrical requirements must comply with National Electrical Code for commercial repair garages of automobiles.

Health Department:

- F-1 No Comment

Parks and Recreation:

- F-1 No Comment

Police Department:

- R-1 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding a security assessment for the business.

- R-2 The applicant is to contact the Community Relations Unit of the Alexandria Police Department at 703-838-4520 regarding robbery readiness training for all employees.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2010-0062. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the light automobile repair business at 4938D Eisenhower Avenue.

Applicant - Signature

Date

Applicant – Printed

Date